

SUBMIT AN INVOICE OR CREDIT MEMO

Purpose: This job aid provides the steps for submitting invoices and credit memos.

Submit an Invoice or Credit Memo from a PO

1. From the Oracle Homepage, click **Supplier Portal**. If you don't see the Oracle Homepage pictured below, click **Home** in the upper-right corner of the screen.

Note: if you do not already have access to Supplier Portal, navigate to <u>https://www.republicservices.com/suppliers/supplier-register</u> and scroll to the bottom of the screen to request access.



2. Click **Create Invoice** from the Tasks list on the left side of the screen.





3. Select the **Identifying PO** from the drop-down menu. Once an Identifying PO is selected, the Supplier Site auto-populates. If the Supplier Site doesn't populate, select the appropriate site from the **Supplier Site** drop-down menu.

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Supp	ler			Un	ique Remittance Identifier				* Date m/d/yy		έø
Taxpayer	: ID			Un	ique Remittance Identifier				* Type Invoice	~	
* Supplier S	lite			-	Check Digit			Invo	ce Currency		
Addre	55				Attachments	None 📥		Paym	ent Currency		
Supplier Tax Registration Num	ber			•		Home -					
					Tax Control Amount						
Customer Taxpe Lines View • + × 🖳 Cane	ayer ID		Ŧ		A Purchase C	Name idress rder				Consu	mption Advice
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Note: If you are unable to find the PO Number, click the drop-down arrow and select Search. From the Search and Select screen, enter the **Purchase Order** number, then click **Search**.

Search and Select: Identifying PO	×
▲ Search	Advanced
** Purchase Order	** At least one is required
** Supplier	
Supplier Site	Search
Purchase Supplier Order	Supplier Site
No rows to display	
	OKCancel



4. Enter additional Invoice Header information including the **Number**, **Date**, and **Type** (i.e., Invoice, Credit Memo).

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Addr	55		Description		Paym	ent Currency		
Supplier Tax Registration Num		•	Attachments	None 🕂		,		
			Tax Control Amount					
Customer								
				Name				
Customer Taxp	syer ID	\mathbf{v}	Ac	dress				
Lines								
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			Purchase O	der			Consump	tion Advice
* Number * Type	* Number * Line * Sched	dule	Retainage Retainag	Remaining Retained Invoice Number	Retained Invoice Line	* Amount	Number	Line
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Summary Tax Lines								
View 🔻								
Line * Regime	* Tax Name Tax .	Jurisdiction	* Tax Status * Rate Name	Percentage Per Unit				Amount
No data to display.								

5. To add a PDF of the invoice, click the **Attachments +** icon and select the appropriate file.

Create In	nvoice ②						Invoice Actions	Save Save and	Close Submit	Gancel
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	* Identifying	PO		•	Remit-to Bank Account	v		* Number		
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	* Supplier	Site		•	Check Digit		Invo	bice Currency		
	Addr	ess			Attackments	New de	Paym	nent Currency		
Supplier	Tax Registration Num	iber		•	Attachments	None T				
					Tax Control Amount					
Customer										
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No data to disp	olary.									



Submit an Invoice
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 02/28/23

6. In the Lines Section, click the select and add icon.



7. Select the Lines you would like to add to the Invoice or Credit Memo, then click **Apply** and **OK**. The line will be added to the Invoice.

Note: To add multiple lines, press and hold the **CTRL key** and select the appropriate lines. Lines added to an invoice will be a positive value. Lines added to a credit memo default to a negative value.

									** At le	east one	is required
** Pur	chase Order	30501524		•		** Co	onsumption Adv	ice			
** C	reation Date	m/d/yy h:mm	na	Ē.							
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8. Confirm the accuracy of the quantity and unit price of the Lines you added to the invoice.

Note: Oracle does not allow you to bill more than the available quantity or higher than the unit price on the PO. If either of those need to be increased, contact the PO requester to create a change order.

Available Quantity	Quantity	Unit Price	UOM
8	8	123	Each

9. To add additional costs, click the **plus sign icon**.

Lines				
View v	÷	×	Ę.	Cancel Line

10. Select the PO type (e.g., Freight, Item, Miscellaneous) from the **Type** drop-down menu.

Note: if there is an item on a PO that needs to be changed or that is missing, contact the PO requester to create a change order. Item/Miscellaneous should only be used for ancillary charges and not for lines not listed on the PO.

Li	nes		elline							
-	Purchase Order									
	[^] Number	^ Туре	* Number	* Line	* Schedule	Retainage	Retainage Remaining	Retained Invoice Number	Retained Invoice Line	N
	2	Freight 🗸								
-	1	Item 🗸	30084053	1	1					
			Total							
-	4									•



11. Scroll to the right and enter the invoice amount.

Lir	Ies ∕iew ▼ ■	⊦× I	E Cancel Line						
	Unit Price	UOM	* Amount	Transaction Business Category	Intended Use	Product Fiscal Classification	User-Defined Fiscal Classification	Product Type	Product Category
				Purchase Transa	•	•	•	~	•
	3.9	Each	3.90	Purchase Transa	•	•	•	Services ~	•
	4		3.90						
	4								•

Note: Frequently used columns can be moved by clicking on a column header to select it, then dragging it to where to the desired location. In the example below, *Amount* was highlighted and dragged closer to the left side of the screen.

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\ \	lew ▼ + × E	Cancel Line													
	m Description	Ship-to Location	Ship-from Location	Tax Classification	Location of Final Discharge	Available Quantity	Quantity	Unit Price	UOM	* Amount	Transaction Business Category	Intended Use	Product Fiscal Classification	User-Defined Fiscal Classification	Prod
		•	•	***VENDOR C V	•						Purchase Transa 💌	•	•	•	
	ssure gauge - color cod	6943 💌	•	***VENDOR C V	•	1	1	136.9	Each	136.90	Purchase Transa	•	-	-	Goo
	ound Fed - Integral Rear	6943 🔻	•	***VENDOR C V	•	1	1	7430.21	Each	7,430.21	Purchase Transa	•	•	•	Goo
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	3	Freight	•												
	2	Item	3005144	4	1					136.90			CO116	Pressure gauge - color cod	694:
	1	Item	3005144	3	1					7,430.21			C0888	Ground Fed - Integral Rear	694:
	€		Tota	1						7,567.11					Þ



12. Enter applicable taxes (in total dollars) in the **Tax Control Amount** field. Ignore any reference to *Vertex* tax.

Note: if you are submitting a credit memo and need to credit taxes, enter a negative number in the tax control amount field.

Remit-to Bank Accour	rt 🔍	* Number	
Unique Remittance Identifie	r	* Date	m/d/yy
Unique Remittance Identifie Check Dig	ir	* Туре	Invoice 🗸
Descriptio	n	Invoice Currency	
Attachment	s None 🕂	Payment Currency	
Tax Control Amour	it		

13. Click the **Invoice Actions** drop-down menu in the upper-right corner, then click **Calculate Tax**.

	Invoid	ce Actions ▼ Save Save		
		Calculate Tax Ctrl+Alt+X		
Remit-to Bank Account	(Cancel Invoice		
Unique Remittance Identifier		Delete Invoice		
Unique Remittance Identifier Check Digit		Туре		
Description		Invoice Currency Payment		
Attachments	None 🕂	Currency		
Tax Control Amount	100.0	00		
Name	See Ship-To Legal Entity			

14. Once the tax control amount is calculated, the tax amount appears in the *Totals* section along the bottom.

Note: The Invoice Amount shown in the Totals section includes any added lines, taxes, and other ad hoc fees (e.g., Miscellaneous, Items, Freight).

Totals						
5	Items 504.03	Freight 0.00	Miscellaneous 0.00	Inclusive Tax 0.00	Exclusive Tax 100.00 Retainage 0.00	Invoice Amount 604.03 Due 536.03



15. Review the invoice for accuracy. If all information is correct, click **Submit**.

Note: Clicking Save and Close does not submit the invoice for approval. Saved invoices are marked as Incomplete and will be automatically cancelled after seven days. Always try to complete and fully submit an invoice once you begin creating it. If an invoice is still needed after it has been cancelled, please create a new invoice.

			^
Invoice Actions 🔻	Save Save and Close	Sub <u>m</u> it	<u>C</u> ancel
			arman ann

16. The invoice is submitted for approval.

Note: If you realize you made a mistake on the invoice (e.g., wrong quantity, forgot taxes) and need to resubmit it, email <u>InvoiceChange@republicservices.com</u> to cancel the invoice. Once they confirm the cancellation you can resubmit the invoice through Supplier Portal however you will need to add a suffix to the end of the invoice number as Oracle requires a unique value.

